



## **OPERATIONS MANAGER**

Commented [1]: Salary Range & hours per week?

### **RESPONSIBILITIES:**

Under the direction of the Executive Director, the Operations Manager will coordinate school business and financial operations in collaboration with a back office management company.

### **Budgeting, Oversight & Finance**

- Collaborates and liaise; act as main point of contact for Charter Schools Management Corp and their subsidiaries.
- Responsible for certifying and processing transactions (fund control, disbursements, receivables, loans, and receipts), establishes financial management systems within the school.
- Authorizes the submission of all categorical funding applications, compliance, and fiscal reports on behalf of the school to the appropriate government agency.
- Collaborates in the preparation and monitoring of annual budget including estimated revenues and expenditures; participates in shared-decision making regarding school finances.
- Remains up to date on nonprofit audit best practices and state and federal law regarding nonprofit organizations.

### **Accounting & Bookkeeping**

- Maintains organized and accessible record-keeping of fiscal documents.
- Reviews and processes accounts receivable, prepares timely bank deposits. Reviews, verifies and submits accounts payable to CSMC for processing. May prepare emergency checks as needed.
- Oversees banking relationships and leases.
- Supervises processes conducted by office personnel to ensure proper maintenance of all accounting systems, financial procedures and internal controls.
- May suggest revisions to policy or procedures as necessary.

### **Payroll, Human Resources & Benefit Management**

- Responsible for the coordination and implementation of the various employee benefits programs offered by the school including retirement programs and health benefit administration.
- Reviews all employee time sheets, verifies hours and prepares payroll for submission to CSMC.
- Creates salary schedules and job descriptions as needed.
- Prepares contracts and processes required paperwork and background checks for all new employees.
- Maintains personnel files and collaborates with other agencies regarding employment information.
- Schedules staff for professional development opportunities and trainings.

### **Facilities**

- Annually reviews property insurance to insure adequate coverage; acts as liaison for any insurance issues or claims.
- Keeps current on new facility grants and loans; prepares and submits applications in collaboration with CSMC.
- Administers the Charter School Facilities Grant in collaboration with CSMC.

- Coordinates with Maintenance Department for annual inspections for fire alarm, security system, fire extinguisher service, insurance auditors/adjusters, fire inspectors and other required inspections.
- Coordinates with Maintenance Department to obtain bids, scheduling of outside services such as HVAC maintenance, carpet and floor cleaning, locksmithing, landscaping, plumbing and electrical repairs.
- Coordinates with Maintenance Department for the purpose of recycling, energy and water conservation.

### **Compliance & Reporting**

- May serve as liaison between the School and various local, state and federal government agencies such as CUSD, BCOE, EDD, IRS, and CDE.
- Assists with year-end close of financial records, audits and proper filing of tax returns; facilitates annual audit and Worker's Compensation audit in collaboration with CSMC.
- File annual property tax exemption forms and bi annual corporate Statement of Information.

### **Business Services**

- Maintains adequate liability and specialty insurance coverages ensuring compliance with charter school and state requirements.
- Oversees risk management, including legal and environmental issues, coordination of Workers Compensation and other governmental insurance programs.
- Supervises and processes all purchasing for the school, including the preparation of RFP's. Reviews all bids for supplies and services. Reviews all leases before bringing items to Finance Committee and Board of Directors.
- Coordinates and tracks purchasing of all school equipment, materials and supplies. Maintains inventory of all assets and their warranties.
- Works closely with staff, contractors and vendors to continually repair and upgrade technology.
- Provides collaborative oversight and acts as liaison to operations within the school. Provides broad direction as well as individual support and management to programs including food services, technology, facility management (including compliance with local, state, and federal building safety and accessibility as well as familiarity with managing construction contracts), maintenance/operations, and safety/security.
- Performs other related duties, including special projects, as requested by the Board of Directors or Executive Director.

### **PREFERRED BACKGROUND AND EXPERIENCE:**

- Degree and/or experience in a field related to business, finance, business management and/or operational management preferably in a school district or charter school.
- Knowledge of budgetary, accounting, and fiscal procedures, policies and methods of public schools, public finance administration and business and school law.
- Proven ability to plan, organize, and direct staff and initiate and maintain effective and cooperative relationships with stakeholders.
- Demonstrated organization, communication, and interpersonal skills.
- Skills in various software programs including Microsoft Office, Charter Vision, QuickBooks financial system, PowerSchool and CalPADS.

### **PHYSICAL REQUIREMENTS:**

Dexterity of hands and fingers to operate a computer keyboard. Seeing to read a variety of materials. Hearing and speaking to exchange information. Sitting for extended periods of time. Lifting, carrying, pushing and pulling objects up to 25 pounds. Bending at the waist, kneeling or crouching to shelve and retrieve materials. Reaching overhead, above the shoulders and horizontally. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.